



CONSERVATION AND  
ENVIRONMENTAL  
SERVICES 

## Special Event Recycling and Solid Waste Management Plan (REV 3/16/05)

Planning a picnic, wedding, fun run, or other special event? Don't leave overflowing garbage cans behind at the end of the day. The California Integrated Waste Management Board and the California Department of Conservation, Division of Recycling and the City of Chula Vista have come up with some easy things you can do right away to reduce and recycle waste at your event. You may even save money while helping the environment. Please submit this completed form with your written description to the Conservation and Environmental Services Department, 276 Fourth Ave., Chula Vista, CA 91910.

### Simple Tips to Reduce Waste at Your Special Event

- Design for Waste Reduction and Recycling:** Plan for food menu and event decorations to leave less waste and allow recycling and composting of leftovers. Select "finger foods" that can be served in just a napkin, like a hot dog or burrito, or use food as serving containers, like a salad served in a cut fresh melon. Use live greens and plants for decorations. Consider renting washable/reusable plates, cups, service ware, and linen rather than throwaways.  
  
Choose entertainment and games that produce little or no waste. Save paper by printing invitations or registration forms on both sides; better yet, e-mail them and also save postage. For reoccurring events, make banners and signs that can be used again. Hire event managers and caterers who do "minimum waste events," and write recycling tasks into all contracts with vendors and concessionaires. See your event facility manager, Pacific Waste Services/Allied Waste (619 421-9400), or City of Chula Vista Recycling Specialists (619 585-5695) for advice on pick-up services for recyclables and compostable materials.
- Purchase Wisely:** Purchase supplies in bulk-sized containers to reduce packaging waste. Choose products with very little or no packaging. Buy things in packaging that can be recycled. Rent—don't buy—equipment and tools. Ask for deliveries like bread in returnable trays. Precut vegetables and meat save time and leave less waste. Purchase consumable products with at least 10% post-consumer recycled content, i.e. paper towels, napkins and paper flyers. Ask your printer to identify items that contain recycled post-consumer content whenever appropriate. Ask your recycler for a list of acceptable products to guide you in shopping. Try to minimize the purchase of single use products, such as cups, plates, bowls, bags, napkins, towels, and food wrappers. Close the recycling loop by making sure the products you buy are made with recycled materials.
- Recycle:** Typical materials to collect include beverage bottles and cans and cardboard. Plan ahead to donate leftover unserved food, paper napkins, plates, condiments, and decorations to local food banks and charities. Contact your Pacific Waste Services/Allied (619 421-9400) or City of Chula Vista Recycling Specialists (619 585-5695) for advice on other materials to collect and arrange for recycling collection containers. For best results, be sure to put a well-marked recycling collection can next to each trashcan. Using clear plastic bags, as can liners, makes it easy to check for unrecyclable waste.
- Switch to Nontoxic Cleaners:** Avoid cleaning products made with hazardous chemicals. Look for products marked "biodegradable" or "nontoxic" when buying dish detergent, disinfectants, toilet bowl cleaners, drain cleaner, floor wash, polish, glass cleaners, and laundry detergent. Reduce your use of bug killers and insect foggers at outdoor events.
- Educate Event Workers and Guests:** Tell guests about your "green event" and ask for their help in making it a success by recycling right. Train all your event staff and volunteers in how to reduce waste and collect the recyclables. Celebrate your success by announcing during the event, and in thank you notes later, how much waste was kept out of the landfill.



## CONSERVATION AND ENVIRONMENTAL SERVICES



### Your plan shall include:

- A detailed narrative (Attachment 1) of the Recycling and Litter Abatement Plan which must include how Pre-Event, Day of Event and Post Event recycling and trash abatement will be managed.
- Signed copy of this form.
- Documentation of adequate staffing.

#### PRE-EVENT

- ☒ \_\_\_\_\_ Mail out pre-event vendor letters as part of your vendor packet (Attachment 2.)
- ☒ \_\_\_\_\_ Hire adequate staff to pick-up litter, empty litterbins and collect recyclables during event (estimate no less than 2 per 1,000 attendees.) If your plan is approved the City will provide litter sticks, vests and a supervisor to assist you the day of the event at no charge.
- ☒ \_\_\_\_\_ Contact the City's Public Works Department at 619-397-6100 to arrange for street sweeping service and for pricing information. Street sweeping must be done within two hours after the event.
- ☒ \_\_\_\_\_ Contact Pacific Waste Services at 619-421-9400 to make arrangements for your event's recycling and trash service. A Pacific representative will have complete pricing information for your beverage container recycling, mixed paper/ cardboard recycling and trash service.

#### DAY OF EVENT

- ☒ \_\_\_\_\_ Check in your staff (litter abatement and recycling workers).
- ☒ \_\_\_\_\_ Advise staff when they will break for lunch and the rules of conduct that you expect. (Attachment 3)
- ☒ \_\_\_\_\_ Assign staff to specific areas for recycling management and litter collection.
- ☒ \_\_\_\_\_ Keep grounds clean of trash by having staff patrol their own sections.
- ☒ \_\_\_\_\_ Hand out vests and litter sticks. (Use Litter Stick and Safety Vest Check Out List). (Attachment 4)
- ☒ \_\_\_\_\_ Distribute the litter and recycling containers throughout the event ½ hour before it starts including parking areas and the walk to and from. These containers will be at various locations along the venue for ease of distribution.
- ☒ \_\_\_\_\_ Place recycling and trash containers side by side (twinning) in convenient locations
- ☒ \_\_\_\_\_ Make sure that food and beverage booths have an adequate number of containers.
- ☒ \_\_\_\_\_ Hand out day of event letter to vendors (Attachment 5.)
- ☒ \_\_\_\_\_ Give vendors plastic bags (Vendor trash and recyclables should NOT go in the litter bins).
- ☒ \_\_\_\_\_ Collect full trash bags and cardboard from vendors
- ☒ \_\_\_\_\_ Check trash for recyclable materials. If there is some, remove it and place in recycling bin. (Leave some recyclables in the bin as examples so event attendees will be reminded to recycle.)
- ☒ \_\_\_\_\_ Transfer recyclables from small bins to larger recycling carts as needed.
- ☒ \_\_\_\_\_ Replace full trash containers with an empty one as needed.
- ☒ \_\_\_\_\_ Recycle corrugated cardboard and any other paper not contaminated by food.
- ☒ \_\_\_\_\_ Recycle steel, glass and aluminum rigid food and beverage containers, and  or  plastic containers.



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<b>POST-EVENT</b>
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- ☒ \_\_\_\_ Collect all recycling bins and transfer material into recycling carts.
- ☒ \_\_\_\_ Remove trash left over from vendors at the end of the event.
- ☒ \_\_\_\_ Do a sweep of the event area and make sure the grounds are free of trash
- ☒ \_\_\_\_ Relocate the recycling and trash containers back to the same locations throughout the venue where they were delivered for Pacific to pick up.
- ☒ \_\_\_\_ Make sure that all white recycling bins are locked to avoid contamination.
- ☒ \_\_\_\_ Do a final sweep of venue and parking areas to ensure that all vendor trash has been removed and that the event grounds are completely free of trash and ready for street sweeping.

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Duration: \_\_\_\_\_

Location: \_\_\_\_\_

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**Event Manager**

**Phone Number**

**Date**

2/7/05

City Manager's Office  
276 Fourth Avenue  
Chula Vista, CA 91910

Dear Sir or Madam:

We are planning to have Lynn's Music Fest on 2/29/05 from 11am – 9pm. The location of this event will be 3<sup>rd</sup> Avenue from E to H Streets. We are anticipating an attendance of 30,000. We have enclosed copies of the letter we will be sending our vendors with their information packet and the letter we will be distributing the day of our event.

We will be using Martie's Day Labor to provide staff for our event. We are going to have a total of 15 workers each working an 8-hour shift for a total of 120 labor hours. They will work the following shifts

Shift 1 (8 AM - 5 PM)	5 workers
Shift 2 (10 PM - 7 PM)	5 workers
Shift 3 (12 PM - 9 PM)	5 workers

I spoke with the City of Chula Vista Public Works Department and they explained that we have to arrange street sweeping with Cannon Pacific, the City's franchise sweeping company. We have contracted with them to start street sweeping at 10:30 pm (2hours after the event.) All costs for this service will be billed to Lynn's Music Fest.

We have contacted Pacific Waste Services and have arranged pay for the following equipment to be used upon the City Manager's Office approval of this plan.

- 3 locked three yard trash bins (see map for placement)
- 3 locked three yard cardboard/mixed paper bins (see map for placement)
- 95 64-gallon trash receptacles (see map for placement)
- 75 red residential curbside recycling boxes (to be placed inside locked cardboard bin)
- 2 90-gallon Multi-family beverage recycling carts

In addition we agree to follow the City's Special Event Recycling and Solid Waste Management Plan, which we have reviewed and signed as our guide for pre-event, day of event and post event tasks. Upon the City Manager's Office approval of this plan we would also like to enlist the assistance of city staff to provide litter sticks, vests, buckets and supervision on the day of the event.

I hope that I have provided you with all the information needed to approve this plan. If you have any questions please call me at 555-1212 and I will be happy to assist you.



Sincerely,

Seymour Cohen  
Event Manager, Lynn's Music Fest

Place Event Logo Here

Dear "Event Name" Merchants and Agency Participants:

Your pre-planned participation in recycling and litter prevention will help to keep our event clean, protect the environment and encourage other Bonita Fest visitors to do the same. Please take the time to review the information below and call me with any questions or suggestions at (619)\_\_\_\_\_.

All vendors selling products that are likely to generate waste will be provided a trash container. Vendors selling products that are likely to generate **empty** food or beverage containers made of glass, aluminum and steel will be provided with recycling bins. Plastic Food and beverage containers with the  or  recycling symbol on the bottom may also be recycled in the same recycling bins.

To recycle dry, uncontaminated (no food residue) paper place it in a cardboard box or ask for an additional recycling container if you expect to generate a lot. For corrugated cardboard boxes please empty, break down and stack them near your booth. Remove all plastic wrap or plastic packing materials. Event staff will come by your booth throughout the day to remove recyclables, cardboard and trash bags. Staff will also make an extra effort to provide food booths with additional service before and after traditional meal times. Please feel free to bring your own plastic trash bags, tie them firmly and place them behind your booth to be collected. Ideally all your trash should be ready for collection before you breakdown at the end of the day.

Event staff will place recycling and trash containers throughout the venue for visitors. A sign to remind customers to use the litter and recycling containers will be posted at or near the point of purchase for your booth. Please help by asking your employees working in the booth to encourage the public to eliminate litter and recycle by:

- **Planning ahead, use products that have less packaging and are recyclable at the event.**
- **Eliminating single use items whenever possible.**
- **Using bulk condiments to save money and reduce litter.**
- **Using recycled content paper products whenever possible.**
- **Passing on this important trash and recycling information to your employees**
- **Asking employees to end sale with, "Thanks for your businesses and thanks for recycling,"**

Thank you for your cooperation and thanks for recycling!

Sincerely,

Event Manager



## **RULES OF CONDUCT FOR EVENT STAFF**

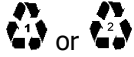
1. Must wear safety vest at all times
2. You are responsible for vest, bucket and litter stick. Must turn in at the end of the day to get work slip signed.
3. You may not smoke and work at the same time. Smoking is allowed during break or lunch time.
4. You are to work your assigned section at all times and not pair up with another worker unless otherwise instructed.
5. Be professional and courteous at all times because you are a representative of this event. Watch what you say and do.
6. Do not get involved in any conflicts or disputes with vendors or the public. Refer any potential conflicts to your supervisor or police.
7. If you see a toddler or young child that is lost, alert the Police or your supervisor immediately.
8. Please learn venue layout (i.e. information booth, restrooms, parking, security and first aid station.) The public may be turning to you for information.
9. Do not request anything from the vendors (i.e. food or drink).
10. Remember that you are an ambassador for this event and for the environment, be professional, courteous, and helpful at all times.

Engage the public positively. When you see people using the recycling or trash containers, Say, "Thank you for recycling" or "Thank you for not littering." Remember they are making your job easier and they are helping to protect the environment.

[illegible]

Dear Music Fest Merchants and Agency Participants:

All vendors selling products that are likely to generate waste will be provided a trash container. Also, vendors selling products that are likely to generate **empty** food and beverage containers made of glass, aluminum and steel will be provided with recycling bins. **Empty** plastic containers marked on the bottom with a recycling symbol



or can be placed in the same recycling bin.

To recycle paper place it in a cardboard box or ask for an additional recycling container if you expect to generate a lot. Paper must be dry and clean, not contaminated by food. Please empty and break down corrugated boxes and stack them near your booth. Please remove all plastic wrap or packing materials. A staff person will come by your booth throughout the day to remove recyclables, cardboard and trash bags to help keep your workspace clear throughout the day. Staff will also make an extra effort to provide food booths with additional service before and after traditional meal times. Ideally all your trash should be ready for collection before you breakdown at the end of the day.

Staff will place trash and recycling containers throughout the venue for event attendees. Please do NOT place your trash in the carts set out for the public. A sign to remind visitors to use the litter and recycling containers will be posted at or near the point of purchase for your booth. Please help by asking your employees working in the booth to remind the public not to litter and to recycle and encourage the public to eliminate litter and recycle by:

- **Passing on this important trash and recycling information to your employees**
- **Asking employees to end sale with, "Thanks for your businesses and thanks for recycling,"**

Thank you for your cooperation and thanks for recycling!

Sincerely,

Event Manager